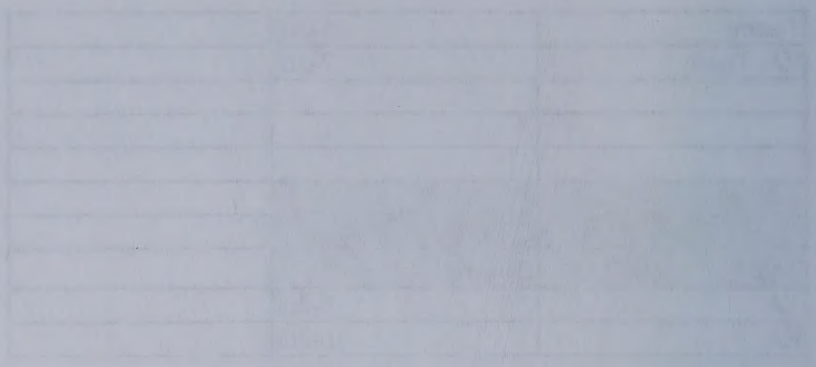
Kevin Bynes' 30th Birthday party and Roast
Venue
Activity
check for availablity
Size the approximate number of people
Select the venue space
Walk the venue space and
Check for tables and linens
Talk to management about parking/Garbage disposal/Security
AutoCAD -- Get sketch of the event space from management
Select A/V vendor
Score music selection
Place the tables/chairs/DJ/ plan event space
Follow up with event flow design
Style
Activity
Select vendors
Select invitations/design
Select event colors/swatches and fabrics selections
Pull deadlines for final design selection
Pull swatches for laying the buffet
Select centerpieces
Follow up with event syle
Menue
Activity
We need numbers for this part
Select desired foods
FINAL menue selection
Schedule vendor arrival/departure
Construct vendor schedule
Itenerary
Activity
Follow up with event flow
Proof event flow
Proof guest list
Slect music intro's/outro's

FINAL intenerary
Schedule pre-show run-through
Post event wrap-up
Activity
Schedule for set up and break down
Construct wrap-up report

		Notes Ledgend
		Follow up
Team	Dealine	Completed
KA, KB	31-May	Need more info
KB	31-May	
Team	2-Jun	
KA, KB	15-Jun	
KA	15-Jun	
KA	15-Jun	
KA	15-Jun	
Team	15-Jun	
KA, KB	15-Jun	
KA	1-Jul	
KA	1-Jul	
Team	Dealine	
KB	13-Jun	
KA, KB	13-Jun	
KA, KB	15-Jun	
KA	20-Jun	
KA	20-Jun	
KA	29-Jun	
KA	30-Jun	
Team	Dealine	
KB		
KA	5-Jun	
KA	17-Jun	
KA	30-Jun	
KA	30-Jun	
Team	Dealine	
KA, KB	18-Jun	
KA	18-Jun	
KB	18-Jun	
KA, KB	18-Jun	

Team	1-Jul	
KA, Team	7-Jul	
Team	Dealine	
KA	1-Jul	
KA	10-Jul	



MENU ITEMS FOR BYNES 30TH BIRTHDAY ROAST SATURDAY, JULY 8TH

Proteins

1. Fried Fish
2. Fried Chicken
3. Bake Chicken
4. Pork Chops
5. Roast Ham
6. Pot Roast
7. Chicken and Dumplings
8. Ribs

Side dishes

1. Coleslaw
2. Collard Greens
3. Green Beans
4. Mashed Potatoes
5. Cornbread
6. Black eyed peas
7. Mac & Cheese
8. Dressings
9. Pinto beans
10. Cabbage
11. Potato Salad
12. Rice (variations)
13. Yams
14. Corn on the cobb

Desserts

1. Pound cakes
2. Chocolate cake
3. Sweet potato pie
4. Red velvet cake
5. Peach cobbler
6. Pecan pie

Beverages

1. Ice tea
2. Sweet tea
3. Lemonade
4. Alcoholic beverages